



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	DEPUTY DIRECTOR-PUBLIC WORKS (EXE- LEV)
3	<i>Posting Number</i>	PN# 108156
4	<i>Department</i>	Public Works & Engineering Department
5	<i>Division</i>	Traffic and Transportation Division
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	611 Walker *
8	<i>Workdays & Hours</i>	M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Plans, organizes and directs the activities of professional, technical and support staff comprised of City personnel and consultants. Develops and implements the procedures necessary to provide effective management for all applicable City projects and programs related to traffic, transportation, and mobility. Responsible for managing the planning, engineering, design and maintenance functions related to the provision of traffic and transportation related services for the City. Develops and monitors the execution of the Capital Improvement Program as it relates to intersection improvement, traffic signal construction, speed hump installation, and other mobility related projects. Provides coordination with state, city, county and federal agencies participating in joint or adjacent programs. Serves as the City's Traffic Engineer. Monitors and reports on the quality, performance and cost of traffic and transportation projects. Prepares Division's budget, special reports and performs other duties as assigned.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor's Degree in Engineering, Civil or Structural and/or related engineering discipline.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

More than ten years of experience are required in progressively responsible work directly related to Public Works operations, with at least four years in a management capacity.

13 **MINIMUM LICENSE REQUIREMENTS**

Professional Engineering license in the State of Texas. Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Executive level management experience is strongly desired. Skills in personnel management, traffic and transportation engineering, scheduling, and inter-governmental communication and negotiation.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 36
\$4,136 - \$4,753 Biweekly \$107,536 - \$ 123,578 Annually

18 **OPENING DATE**

January 4, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **For application status inquiries, please call (713) 837-7417.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **Our TDD # (Telephone Device for the Deaf) is 713-837-9471.**

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